



## **MEDICINES CONTROL AGENCY**

Off Bertil Harding Highway, Kotu East, Kanifing Municipality, P.O. Box 3162, Serekunda, The Gambia

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**Job Title:** Principal Quality Assurance

**Officer Number of Positions:** One (1)

**Unit:** Quality Assurance

**Reports To:** Executive Director

**Supervises:** Senior Quality Assurance

### **Officer JOB PURPOSE**

To provide technical and operational support for the effective and efficient performance of the Quality Management System of the Agency.

### **DUTIES AND RESPONSIBILITIES**

1. Supervises the collection of data for the formulation of policies.
2. Ensure the implementation, monitoring and evaluation of programmes and activities of the Unit.
3. Ensure the development and maintenance of a quality management system of the Agency.
4. Preparation of QMS annual audit plans.
5. Ensure the collection of data for the evaluation of the effectiveness of governance and risk management systems.
6. Ensure Agency's compliance with ISO standards.
7. Conducts special and periodic QMS internal audits.
8. Lead the preparation and conduct of QMS external audits exercise.
9. Ensures compliance with the recommendations of QMS Audit reports.
10. Prepares the budget and work plan of the Unit.
11. Prepares annual and other periodic reports of the Unit.
12. Lead the development and maintenance of a quality management system of the Agency.
13. Oversees the daily workflow and schedules of the unit.
14. Conducts performance evaluations that are timely and constructive.
15. Communicates and provide feedback relating to quality management system activities to Staff.
16. Ensure the effective and efficient collaboration and coordination with the QMS focal persons.
17. Ensure the effective management of Corrective Action and Preventive Action (CAPA).
18. Ensure effective change management.
19. Ensure the effective management of controlled documents.
20. Ensure effective management of out of specification.
21. Ensure the development, implementation and monitoring of the risk management plan.
22. Ensure effective customer complaints management system including giving feedback where necessary.
23. Ensure the implementation of an effective customer survey system.



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24. Ensure the effective planning and conduct of Management Review Meetings.
25. Supervises and appraises the performance of subordinate staff.
26. Provision of inputs for the update of the website and update other media platforms of the Agency.
27. Perform any other duty assigned.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree in Administration, Pharmacy, Pharmaceutical Chemistry, Chemistry, Nursing, Public Health or any other related field from an accredited tertiary institution.
- A minimum of five (5) years post qualification relevant work experience, two (2) years of which must be in a senior management position in a similar organization.
- Must pass a competitive selection interview conducted by the Governing Board.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of a Principal Quality Assurance Officer.
- A minimum of Master's Degree from an accredited tertiary institution in Administration, Pharmacy, Pharmaceutical Chemistry, Chemistry, Nursing, Public Health or any other related field with two (2) years post-qualification experience in the grade of a Senior Quality Assurance Officer; OR
- A minimum of Bachelor's Degree in Administration, Pharmacy, Pharmaceutical Chemistry, Chemistry, Nursing, Public Health or any other related field with three (3) years post-qualification experience in the grade of a Senior Quality Assurance Officer.
- Must have satisfactory staff performance appraisal reports.
- Must pass a competitive selection interview conducted by the Governing Board.

### **CAREER PROGRESSION**

Not Applicable

### **COMPETENCIES**

- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Good leadership, networking and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Ability to inspire and motivate.
- High integrity and good ethical standards
- Knowledge in relevant ICT applications.
- Good strategic management skills
- Monitoring and evaluation skills.
- Knowledge in Administrative Procedures.
- Report writing skills.



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### TRAINING

- Continuous professional development programmes
- Strategic and Project Management
- Compliance and Regulatory Reporting
- Client and Engagement Management
- Public Policy Analysis
- Organizational Development and Change Management
- Negotiation, Diplomacy and Lobbying
- Risk management
- Performance auditing
- Corporate Governance

**SALARY:** The salary attached to these positions is IIA of the Agency's PayScale.

**Applicants are required to submit:** Cover Letter, CV and all relevant certificates and documents to: **Executive Director, Medicines Control Agency, The Gambia.**

**Address:** Off Bertil Harding Highway, Kotu East, The Gambia.

**Deadline for submission:** Time and Date; Friday, **27 December 2024**, at **12 Noon**.